

# Crafton Hills College

## IRB (Institutional Review Board)

### Agenda

Date: February 11<sup>th</sup>, 2013

Name	P	Name	P	Name	P	Name	P	Name	P
Gary Williams		Meridyth McLaren		T.L. Brink		Catherine Hendrickson			
Keith Wurtz		Ginger Sutphin							
TOPIC			DISUCUSSION			FURTHER ACTION			
Minutes, December 10 <sup>th</sup> , 2013 (5 minutes)									
<p>Collaborative Institutional Training Initiative (<a href="#">CITI</a>)</p> <p>Approximately 1,130 institutions have access to CITI course site worldwide. About 35,000 people per month complete a CITI course. Since 2000, 1.3 million people have met the Federal training mandate by completing a CITI course.</p> <p>For Social/Behavioral research there are 11 modules. The CHC IRBC can determine which modules are most applicable and choose from the 11. The modules can be designed for different groups (e.g.: IRBC, students, etc.). Each module has a quiz and is updated twice a year.</p> <p>A copy of the results is sent to institutional key trainer or IRB administrator. The learner can return to the site and download a copy of the report as needed. An administrator at each institution will have access to the CITI report utilities to view the progress of individual learners or to download aggregate training data.</p> <p>Each institution can post material on CITI and develop own quizzes if choose to do so.</p> <p>CITI is not-for-profit at the University of Miami. There is an annual subscription fee. Fee for Government/Not for Profit Institutions is \$2,500. We cannot split with Valley because each site of an organization with 10 or more people or students' who conduct research need to pay the entire fee.</p>			<p>Psychology department meeting will discuss possibility. Discuss further. Concern if it is sustainable annually. Perhaps write funds into a grant. Explore adding to the co-op grant.</p>			<p>Keith will explore finding money. And adding to co-op grant.</p>			
<p>National Institute of Health (<a href="#">NIH</a>)</p> <p>The NIH Office of Extramural Participants has a free option for IRB training, <i>Protecting Human Research Participants</i> training module. This free web-based software consists of 7 modules, 4 of which are followed by quizzes. The entire course takes approximately 3 hours to complete.</p> <p>You can exit this program and return, logging</p>						<p>Keith will send out directions for the committee to complete the training.</p>			

<p>on with the same email address and password, and the program will remember which sections you have completed. If you must leave the course prior to completion, it is advised that you first complete the section in which you are working. Your progress is only recorded when you complete a section and see a check mark next to that section on the Main Menu page. <b>The "Get Certificate" option is not available until all of the modules have been completed.</b> Once a certificate is received can log in and retrieve it any time. If you score less than the required number of correct answers for a quiz, you must reread the module. After you reread the module, you may retake the quiz. This may be repeated until a satisfactory score has been attained.</p> <p>There is also a <a href="#">PDF document</a> with all of the module training information.</p>		
<p>Develop draft submission process. The Committee has reviewed the current IRB submission process and will provide feedback.</p>		
<p>Rubric? Or just "Yes" or "No" with a brief comment on Why?</p>	<p>Address no harm to subjects, no problem with confidentiality and anonymity and no problem with informed consent. If serious deficient on any of these would not be approved.</p>	<p>Develop a yes or no rubric and include comments. Use suggestions provided for rubric.</p>
<p>Review changes to the database tracking the 2012-2013 submissions.</p>	<p>Would like to see a copies of what will be given to participants.</p>	
<p>Discuss development of an IRB Web Site</p>	<p>Provide documents. A list of projects approved. Description of the IRB Committee. Document the membership that includes. Designate as non-scientist (Ginger), as person primarily concerned for the welfare of the research subjects (Catherine), indicate the gender of the committee members.</p>	<p>Keith will create a draft web site and include suggestions.</p>
<p><b>Mission Statement</b> The mission of Crafton Hills College is to advance the education and success of students in a quality learning environment.</p>	<p><b>Vision Statement</b> The vision of Crafton Hills College is to be the premier community college for public safety and health services careers and transfer preparation.</p>	<p><b>Institutional Values</b> Our institutional values are creativity, inclusiveness, excellence, and learning-centeredness.</p>